




Good CLG Grant Management



Guidance from OHP staff



Congratulations! You Received a CLG Grant

Way to Go!



You're
Awesome!

Many management responsibilities
come with accepting a CLG grant.



Communicate with OHP



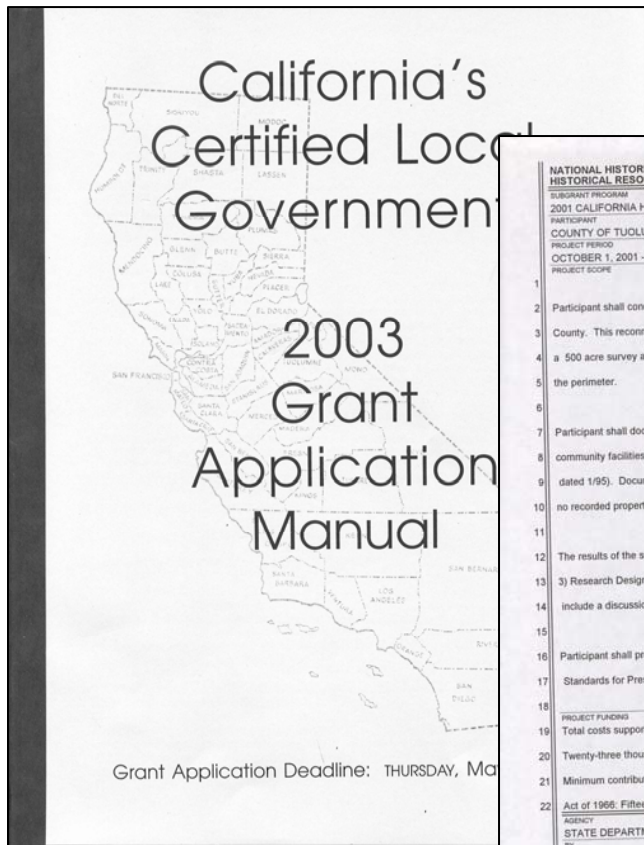
Sub grantee



OHP

Meet reporting deadlines and keep OHP informed of any problems.

Contract and Manual



NATIONAL HISTORIC PRESERVATION ACT OF 1966 HISTORICAL RESOURCES PRESERVATION PROJECT AGREEMENT		State of California - The Resources Agency DEPARTMENT OF PARKS AND RECREATION
SUBGRANT PROGRAM 2001 CALIFORNIA HISTORIC PRESERVATION FUND		
PARTICIPANT COUNTY OF TUOLUMNE		
PROJECT PERIOD OCTOBER 1, 2001 - SEPTEMBER 30, 2002	PROJECT NUMBER 06-01-16404	
PROJECT SCOPE		
1 Participant shall conduct Phase Three of a cultural resources survey of the Twain Harte Townsite in Tuolumne		
2 County. This reconnaissance level survey will document architectural, historical and archaeological resources in		
3 a 500 acre survey area that includes 200 acres in the center of the townsite and an additional 300 acres around		
4 the perimeter.		
5		
6 Participant shall document approximately 200 historic residential, commercial and recreational properties,		
7 community facilities, and prehistoric sites on the appropriate State survey form (Primary Record, DPR 523A,		
8 dated 1/95). Documentation at the reconnaissance level will provide locational and descriptive information only;		
9 no recorded properties will be formally evaluated in this phase of the survey process.		
10		
11 The results of the survey will be provided in a final report documenting: 1) Objectives, 2) Area Surveyed,		
12 3) Research Design or Statement of Objectives, 4) Methods Used, and 5) Results. The "Results" section will		
13 include a discussion on how the survey findings shall be incorporated into the local planning process.		
14		
15 Participant shall prepare all work products mentioned in this agreement according to the Secretary of the Interior's		
16 Standards for Preservation Planning, Identification, Evaluation and Registration when such standards are		
17 Continued on Page--1a-- Attached		
18		
19 PROJECT FUNDING Total costs supported by Federal grant funds under the National Historic Preservation Act of 1966:		
20 Twenty-three thousand dollars (\$23,000).		
21 Minimum contributions of the Participant to match Federal grant funds under the National Historic Preservation		
22 Act of 1966: Fifteen thousand, three hundred and thirty-three dollars (\$15,333).		
AGENCY STATE DEPARTMENT OF PARKS AND RECREATION BY TITLE STATE HISTORIC PRESERVATION OFFICER DATE	PARTICIPANT CITY OF TUOLUMNE BY TITLE DATE	

DPR 831 (8/2002) and 9/23/1999

Read project agreement (contract) and grant guide to understand your responsibilities

Communicate Within Your Government Agency

Work closely with your business office. They should have experience administering grants. Know what oversight bodies you must seek approval from (commissions, councils, boards, etc..)



Request for Proposals

Begin the RFP process ASAP.
OHP must review RFPs prior to putting out.

Allow plenty of time to complete the process of seeking and finding competitive bids.

Have reasonable expectations for the consultant services your budget will cover.

City of Preservation
Request for Proposal:
Historic Survey





Phased Projects

If your project is to be completed in phases over several years you either need to RFP all phases or prepare a separate RFP for each phase.

Request for Proposal Survey

- Phase I
- Phase II
- Phase III

or

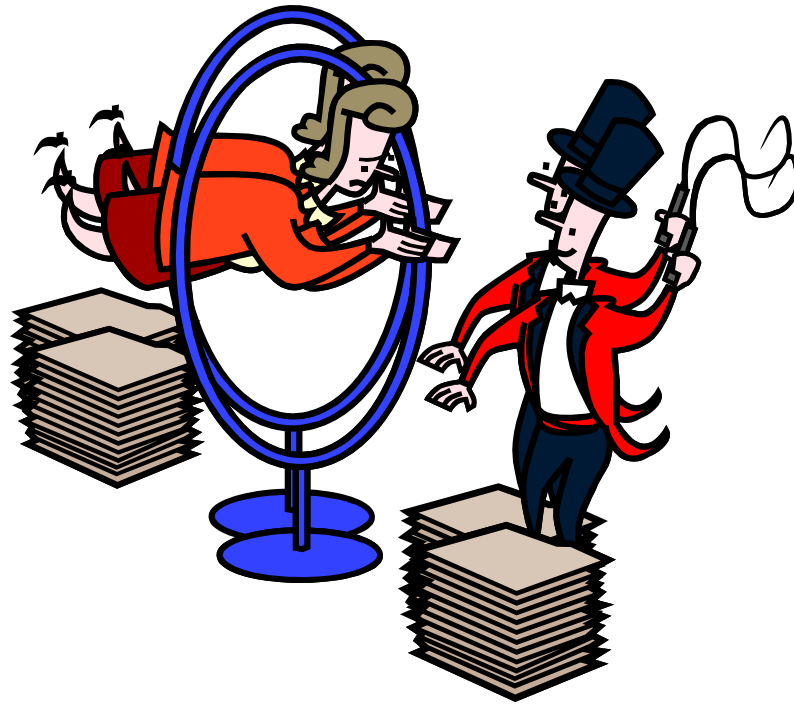
**RFP survey
Phase I 2004**

**New RFP survey
Phase II 2005**

**New RFP survey
Phase III 2006**



Manage Consultants



Be sure consultants are sticking to contracted deadlines and products.



Record Keeping

Keep good records of time charged to the grant or as match.





Document the costs






Keep good records of invoices, receipts and other items that document expenditures.



Hourly rates

\$82.49 per hour

Make sure hourly rates do not exceed the HPF maximum:

-  Use fixed-fee consultant contracts.
-  Break out benefits on staff salaries.
-  If salary still too high, charge only the maximum.



Cash Costs

Documented in receipts,
payroll reports and invoices

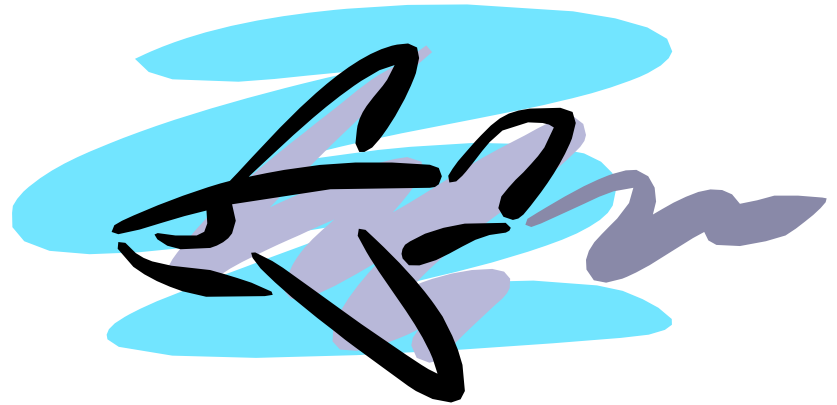
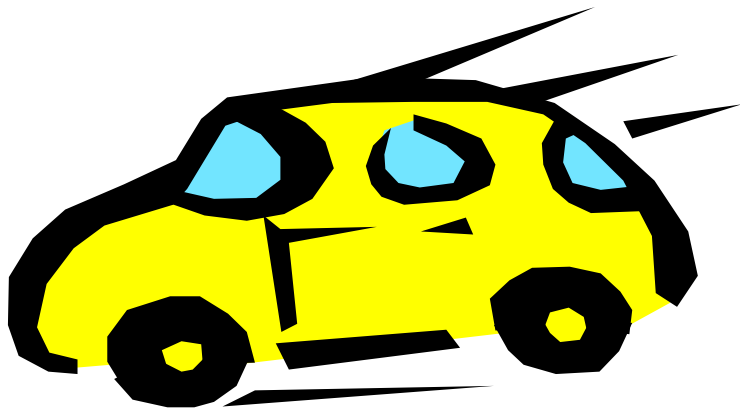
Show on reimbursement
request form

	Grant	Match
Senior planner		
\$37 x 125 hrs.		\$4,625
Fringe 35 %		\$1,619
Clerical		
\$25 x 24		\$600
Fringe 35 %		\$210
Consultant contract		\$10,000
Indirect 15%		<u>\$1,058</u>
Total	\$10,000	\$8,112

Documentation should itemize all cash costs. Detail supplies, salaries, etc.



Travel Costs



Keep receipts. Detail when, where, whom, per diem, lodging, mileage, etc.



Indirect Costs

Indirect costs

Business Services
Contracts
Personnel
Mailroom
Budgets
Procurement
Space costs
Etc.

Example:

Expenditures \$10,000 x Indirect 25 % = \$2,500

Put on line “I” of payment request form

You do not have to itemize, but you do need to show the percentage rate charged and have a rate agreement on file. The maximum is 25 percent.



Equipment

OK



Under \$5,000 considered supplies.
Avoid purchases over \$5,000.



Overmatch

Grant



Match



Overmatch?



Try to overmatch where possible. In an audit, additional match can be helpful if any costs are disallowed.



Allowable Costs Period



Only costs incurred between October 1 and September 30 following are allowable.

Reimbursement

Be sure to send a Form 417 and documentation to support claimed grants costs and match. You may request partial payment in phases, but final payment will be withheld until product is received.

State of California — The Resources Agency DEPARTMENT OF PARKS AND RECREATION					
REQUEST FOR FEDERAL FUNDS NATIONAL HISTORIC PRESERVATION ACT OF 1966 Historic Preservation Fund Subgrants				Federal Fiscal Year of Grant Award	
1. Federal Agency and Organizational Element Interior — NPS		2. Type of Request Partial _____ Final _____	3. Reimbursement Advance _____	4. Partial Payment Request No. _____	
5. Employer Identification No. _____		6. Contract No. _____		7. Period Covered (Month, Day, Year) FROM _____ TO _____	
8. Name of Participant's Organization _____			9. Grant Amount _____	10. Federal Grant No. _____	
Street No. and Name _____			11. Match from Previous Billings _____		
City _____ State _____ Zip Code _____			12. Amount Previously Billed _____		
COST CATEGORIES (Round Off Amounts to the Nearest Dollar)		COL. A Cash Expenditures To Grant	COL. B Cash Expenditures — Match	COL. C Non-Cash Expenditures — Match	COL. D Total Expenditures
a. Salaried Personnel					
b. Volunteers					
c. Fringe Benefits					
d. Travel Costs					
e. Equipment and Office Space					
f. Supplies					
g. Professional Service Contracts					
h. Other Contracted Services (photo dev., printing, typing, etc.)					
i. Indirect Costs/Overhead (submit Federal Agreement)					
j. Total Outlays (sum of lines a-i)					
k. Program Income					
l. Net Outlays (line j minus line k)					
m. Allowable Federal Participation (_____% of line l, Col. D)					
n. Amount Due (line l, Col. A or line m, Col. D — whichever is less)					
Make check payable to: _____ (Name)		_____ (Attention)			
Address: _____					
CERTIFICATION					
We certify that this billing is correct and just and is based upon actual or anticipated payment(s) of record by the Participant; that reimbursement requests are based on adequate supporting documentation; that these costs have not been included as contributions for any other federally assisted program or paid for by the Federal government under other grants; that the work and services are in accordance with the project agreement made under the National Historic Preservation Act between the Participant and the State of California; and that the progress of the work and services under the project agreement is satisfactory and is consistent with the amount billed.					
We further certify that the Participant is not involved in any court litigation or lawsuits wherein it is alleged by private parties or the United States that persons were, on the grounds of race, color, age, sex, or national origin, excluded from participation in, denied benefits of, or otherwise subject to discrimination in the program funded under the project agreement.					
PARTICIPANT'S PROJECT REPRESENTATIVE (Signature and Date)			PARTICIPANT'S ACCOUNTING OFFICER (Signature and Date)		
REVIEWED BY OHP SUBGRANTEE MANAGER (Signature and Date)					
DPR 417 (Rev. 1/93)					



Reimbursement/Product Deadline



Reimbursement requests and products are due no later than October 10. If you can not meet this deadline, contact the OHP.



Penalties

(From CLG grant score sheet)

Penalty Points

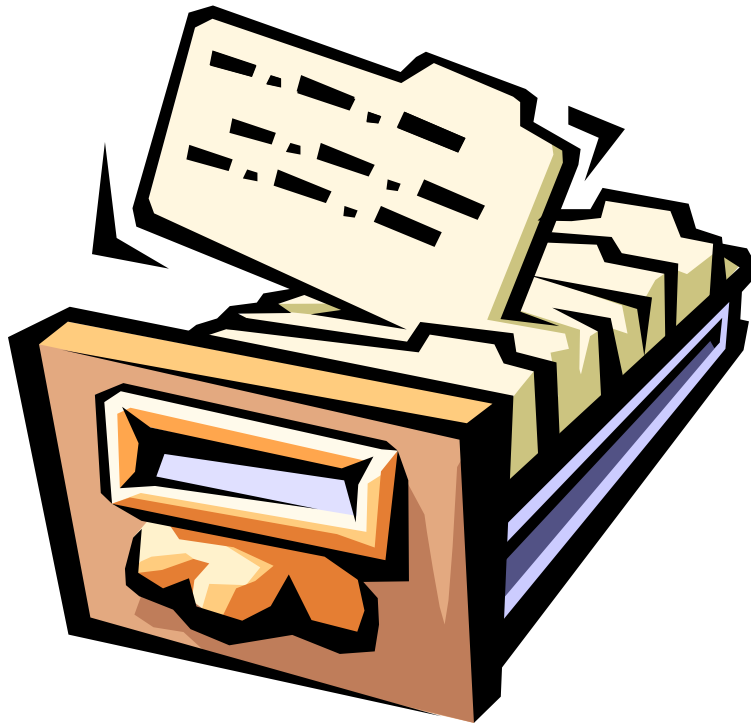
(10 points)

10. At OHP's discretion, up to 10 points may be deducted based on performance within the past three years.

Poor grant management can hurt changes on future CLG grant applications.



Audits



Keep for 3 years

CLGs are covered by the Single Audit Act which requires a CLG to conduct only one audit annually for all federal grants.

However, OHP could be audited by the NPS and you may be asked to supply information and documentation.

Hold all grant records and documentation for three years.

Help Gladly Provided



Give me a call!

If you have any questions or difficulties, please ask OHP for help.

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